



# Health and Safety Policy

Signed by:

*Lorna O'Brien*

Headteacher

14/09/23

*John Forshaw*

Chair of governors

Date:

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## **Statement of intent**

**At Ainsdale St. John's we have developed our mission statement known as the 'ASJ Way'.**

- With God's help we can achieve anything, and we **aspire** to be the best that we can be.
- We **shine** like a beacon of light within our community with an open door so that all feel welcome.
- Our special family (school, church and community) follow in the footsteps of **Jesus**.

In short, we all...**Aspire to Shine for Jesus!**

Our aspirational vision is anchored by a bible passage which encompasses our mission for each member of our Christian community, young and old, to find and develop their talents:

Let your light shine.

*Matthew 5:16*

To accompany our vision, we now focus on 3 core Christian values:

- **Courage**
- **Community**
- **Compassion**

At Ainsdale St. John's CE Primary School, we are committed to the health and safety of our staff, pupils and visitors. Ensuring the safety of our community is of paramount importance and this policy reflects our dedication to creating a safe learning environment.

We are committed to:

- Providing a productive and safe learning environment.
- Preventing accidents and any work-related illnesses.
- Compliance with all statutory requirements.
- Minimising risks via assessment and policy.
- Providing safe working equipment and ensuring safe working methods.
- Including all staff and representatives in health and safety decisions.
- Monitoring and reviewing our policies to ensure effectiveness.
- Setting high targets and objectives to develop the school's culture of continuous improvement.
- Ensuring adequate welfare facilities are available throughout our school.
- Ensuring adequate resources are available to address health and safety issues, so far as is reasonably practicable.

## **1. Legal framework**

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Health and Safety at Work etc. Act 1974
- The Workplace (Health, Safety and Welfare) Regulations 1992
- The Management of Health and Safety at Work Regulations 1999
- The Control of Substances Hazardous to Health Regulations 2002
- The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013
- The Construction (Design and Management) Regulations 2015
- The Personal Protective Equipment at Work Regulations 1992
- The Education (School Premises) Regulations 1999
- The Control of Asbestos Regulations 2012
- The Food Information (Amendment) (England) Regulations 2019 (Natasha's Law)

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2021) 'Health and safety: responsibilities and duties for schools'
- DfE (2017) 'Safe storage and disposal of hazardous materials and chemicals'
- HSE (2014) 'Sensible health and safety management in schools'
- DfE (2022) 'First aid in schools, early years and colleges'

This policy operates in conjunction with the following school procedures:

- First Aid Policy
- Risk Assessments
- School Uniform Expectations
- Evacuation, Lockdown and Evacuation Procedures
- Visitor and Contractors Procedures
- Manual Handling Risk Assessments
- Working at Heights Procedures
- Lone Worker Procedures
- Staff Wellbeing Procedures
- COSHH Procedures
- Asbestos Management Procedures
- Supporting Pupils with Medical Conditions Policy
- Data Protection Policy
- Educational Visits and School Trips Procedures

## **2. Roles and responsibilities**

The governing board, in conjunction with the headteacher, will:

- Ensure it provides a safe place for all users of the site, including staff, pupils and visitors.
- Oversee that staff receive training and instruction so that they can perform their duties in a healthy and safe manner.
- Ensure whole-school familiarity with the requirements of the appropriate legislation and codes of practice.
- Create and monitor a management structure responsible for health and safety in the school.
- Ensure there is a detailed and enforceable policy for health and safety, and that the policy is implemented by all.
- Assess the effectiveness of the policy and ensure any necessary changes are made annually.
- Identify the risks relating to possible accidents and injuries and make reasonable adjustments to prevent them occurring.
- Ensure the school has secured safe means of entry and exit for all site users.

- Ensure the school can provide equipment, grounds and systems of work which are safe.
- Ensure safe arrangements are made for the handling, storage and transportation of any articles and substances.
- Ensure staff have safe and healthy working conditions that comply with statutory requirements, codes of practice and guidance.
- Where necessary, ensure the school can provide protective equipment and clothing, along with any necessary guidance and instruction for safe use.

The headteacher will:

- Have overall responsibility for the day-to-day development and implementation of safe working practices and conditions for all staff, pupils and visitors.
- Set the direction for effective health and safety management.
- Introduce management systems and practices that ensure risks are dealt with sensibly, responsibly and proportionately.
- Review this policy and its effectiveness annually.
- Take all reasonably practicable steps to ensure this policy is implemented by the heads of the appropriate departments and other members of staff.
- Designate a competent person who will be responsible for ensuring the school meets its health and safety duties – the competent person will be the health and safety officer.

The caretaker will:

- Assist with the creation and implementation of this policy.
- Be responsible for investigating accidents and incidents, to understand causes and discuss amending risk assessments with the headteacher.
- Be the designated contact with the LA and the HSE where necessary.
- Support staff with any queries or concerns regarding health and safety.
- Identify hazards and conduct risk assessments with the headteacher.

The assistant headteachers will:

- Be familiar with the requirements of health and safety legislation.
- Be responsible for the implementation and operation of the school's Health and Safety Policy in their department, and for areas of responsibility delegated by the headteacher.
- Be responsible for adhering to the aspects of health and safety that are outlined in their job descriptions.
- Take a keen interest in the Health and Safety Policy and assist in ensuring all staff, pupils and visitors comply with its requirements.

All members of staff will:

- Take reasonable care of their own health and safety, and that of others who may be affected by what they do at work.
- Cooperate with their employers on health and safety matters.
- Carry out their work in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.
- Familiarise themselves with the Health and Safety Policy and aspects of their work related to health and safety.

- Avoid any conduct which puts themselves or others at risk.
- Be familiar with all requirements laid down by the governing board.
- Ensure that all staff, pupils and visitors are applying health and safety regulations and adhering to any rules, routines and procedures in place.
- Ensure all machinery and equipment is in good working order and safe to use, including adequate guards, and ensure such equipment is not used improperly.
- Use the correct equipment and tools for the job and any protective clothing supplied.
- Ensure any toxic, hazardous or flammable substances are used correctly, and stored and labelled as appropriate.
- Report any defects in equipment or facilities to the designated health and safety officer.
- Take an interest in health and safety matters and suggest any changes that they feel are appropriate.
- Make suggestions as to how the school can reduce the risk of injuries, illnesses and accidents.
- Exercise good standards of housekeeping and cleanliness.
- Adhere to their common law duty to act as a prudent parent would when in charge of pupils.

Pupils will:

- Exercise personal responsibility for the health and safety of themselves and others.
- Dress in a manner that is consistent with safety and hygiene standards.
- Respond to instructions given by staff in an emergency.
- Observe the health and safety rules of the school.
- Not misuse, neglect or interfere with items supplied for their, and other pupils', health and safety.

### **3. Training and first aid**

The school will ensure that staff are provided with the health and safety training they need for their job. This may not always mean attendance at training courses; it may simply involve providing staff with basic instructions and information about health and safety in the school.

Staff will be provided with regular training opportunities and have access to support where needed. Staff are expected to undertake appropriate CPD in order to further contribute to the running and success of the school. Staff will be trained on how to assess risks specific to their role.

The headteacher will ensure staff know how to meet their duties outlined in this policy.

#### **First aid**

The school will act in accordance with the First Aid Policy at all times. The school will ensure that ample provision is made for both trained personnel and first-aid equipment on-site.

The headteacher will ensure that there is an appropriate number of first-aid trained staff members working within in each classroom.

The following staff members are trained first-aiders:

Name	Certification expiry date
Ella Giles	22.05.26
Adele Hyland	02.09.25
Laura Taylor (First aid lead)	08.02.25
Peter Grugel	16.11.24
Debbie Gamble	24.06.24
Sheila Taylor	24.05.24
Melissa Farnworth (Breakfast club first aid)	22.05.24
Carol Castell	29.04.24

First aid boxes are located as follows, and the named staff members are responsible for their secure storage and use:

Location	Responsible staff member
Main school entrance	Laura Taylor
Each classroom	The class teacher

#### **4. Contacting the emergency services**

The headteacher will certify that procedures for ensuring safety precautions are properly managed are discussed, formulated and effectively disseminated to all staff.

Staff will contact the emergency services in an emergency.

Where an ambulance is called for a pupil, office staff will contact the pupil's parent. Where necessary, all pupils will be evacuated from the building and taken to the designated emergency assembly points used in fire drills and evacuations. Staff will be aware of any pupils who have specific evacuation needs. Staff will be responsible for the safety of pupils and responding to any questions from the emergency services, as best they can.

#### **5. Accident reporting and investigation**

All accidents and incidents, including near-misses or dangerous occurrences, will be reported as soon as possible to the caretaker or headteacher.

The caretaker will be responsible for informing the headteacher if the accident is fatal or a 'major injury', as outlined by the HSE.

More in-depth information concerning reporting accidents and near-misses can be found in the following sections of this policy.

#### **Reporting significant accidents**

Significant accidents, as defined in the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, will be reported to the HSE at the earliest opportunity. The 'specified injuries' which must be reported include the following:

- Accidents to employees causing either death or major injury
- Accidents resulting in employees being away from work or being unable to perform their normal work duties for more than seven consecutive days (this seven-day period does not include the day of the accident)

- Fractures, other than to fingers, thumbs and toes
- Amputation of an arm, hand, finger, thumb, leg, foot or toe
- Any injury likely to lead to permanent loss of sight or reduction in sight in one or both eyes
- Any crush injury to the head or torso, causing damage to the brain or internal organs
- Any burn injury (including scalding) which covers more than 10 percent of the whole body's surface area or causes significant damage to the eyes, respiratory system or other vital organs
- Any degree of scalping requiring hospital treatment
- Any loss of consciousness caused by head injury or asphyxia
- Any other injury arising from working in an enclosed space which leads to hypothermia or heat-induced illness, or that requires resuscitation or admittance to hospital for more than 24 hours

Additional reportable occurrences include the following:

- The explosion, collapse or bursting of any closed vessel or pipe work
- Electrical short circuit or overload resulting in a fire or explosion
- Unintentional explosion, misfire or failure of demolition to cause the intended collapse, projection of material beyond a site boundary, or injury caused by an explosion
- Any accidental release of a biological agent likely to cause severe human illness
- Any collapse or partial collapse of scaffolding over five metres in height
- When a dangerous substance being conveyed by road is involved in a fire or is released
- The unintended collapse of any building or structure under construction, alteration or demolition, including walls or floors
- Any explosion or fire resulting in the suspension of normal work for over 24 hours
- Any sudden, uncontrolled release in a building of: 200kg or more of flammable liquid, 10kg or more of flammable liquid above its boiling point, 10kg or more of flammable gas, or 500kg or more of these substances if the release is in the open air
- Accidental release of any substances which may damage health
- Serious gas incidents
- Poisonings
- Skin diseases including, but not limited to: occupational dermatitis, skin cancer, chrome ulcer, or oil folliculitis/acne
- Lung diseases including, but not limited to: occupational asthma, farmer's lung, asbestosis, or mesothelioma
- Infections including, but not limited to: leptospirosis, hepatitis, anthrax, legionellosis, or tetanus
- Other conditions such as occupational cancer, certain musculoskeletal disorders, decompression illness and hand-arm vibration syndrome

### **Reporting procedures**

Should an incident require reporting to the Incident Control Centre (ICC) (part of the HSE), the caretaker or headteacher will file a report as soon as is reasonably possible. The person will complete the relevant report on the HSE website: <http://www.hse.gov.uk/riddor/report.htm>. The HSE no longer accepts written accident reports, except for in exceptional circumstances. The school will report all accidents and injuries online where possible using the above web address. Fatal and specified injuries, as outlined in section 9, may only be reported using the telephone service on 0845 300 9923, open Monday to Friday 8.30am to 5pm.

## **Reporting hazards**

Staff, pupils, contractors and visitors have a legal duty to report any condition or practice they deem to be a hazard. In most cases, reporting should be conducted verbally to the caretaker as soon as possible, who will then inform the headteacher as appropriate.

## **Accident investigation**

All accidents, however minor, will be investigated by the caretaker or headteacher and the outcomes recorded. The length of time dedicated to each investigation will vary on the seriousness of the accident. After an investigation takes place, a risk assessment will be carried out, or the existing assessment amended, to avoid reoccurrence of the accident.

The caretaker or headteacher will undertake monthly evaluations of all reported incidents. They will then identify patterns and trends in order to take corrective action and minimise the reoccurrence of any incident or illness.

## **6. Active monitoring system**

It is good practice to actively monitor systems prior to accidents, ill health or incidents taking place; this involves regularly checking compliance procedures and the achievement of objectives. The school's procedure for actively monitoring our system includes:

- Annual audits, including fire risk assessments and health and safety audits.
- Termly examination of documents to ensure compliance with standards.
- Termly inspection of premises and equipment.
- Monthly reports and updates to the headteacher.
- External measures, such as surveys by contractors and service providers, along with visits from Environmental Health and Ofsted.

## **7. Risk assessment**

The headteacher has overall responsibility for ensuring potential hazards are identified and risk assessments are completed for all areas in the school. The caretaker will be consulted when risk assessments are being carried out.

Annual risk assessments will be conducted for areas of the school. Risk assessments will consider the needs of staff, pupils, visitors and contractors. Risk assessments will identify all defects and potential risks along with the necessary solutions or control measures.

Risk assessments will be reviewed if:

- There is any reason to suspect that they are no longer valid.
- There has been a significant change in related matters.
- The governing board will be informed of risk assessments, allowing issues to be prioritised and actions to be authorised, along with funds and resources.

The school will record any significant findings of any risk assessments, including the following:

- The identified hazards
- How people might be harmed by them
- What the school has implemented to control the risk

The headteacher is the educational visits coordinator. The educational visits coordinator will ensure risk assessments are completed by staff leading day trips or residential stays.

## **8. Slips and trips**

In line with HSE guidance, control measures are in place to effectively control slip and trip risks. The school utilises the following procedure:

- Identify the hazards – risk factors considered include:
  - Environmental (floor, steps, slopes, etc.)
  - Contamination (water, food, litter, etc.)
  - Organisational (task, safety, culture, etc.)
  - Footwear (footwear worn for evening events may not be in line with the School Uniform Expectations)
  - Individual factors (rain, supervision, pedestrian behaviour, etc.)
- Decide who might be harmed and how
- Consider the risks and decide if existing precautions are sufficient, or if further measures need to be introduced
- Record the findings
- Review the assessment regularly and revise if necessary

## **9. Fire safety**

All staff fully understand and effectively implement the Fire Evacuation Plan, which will be implemented in the event of a fire.

The headteacher is responsible for certifying that procedures for ensuring that safety precautions are properly managed will be discussed, formulated and effectively disseminated to all staff. Staff will receive fire safety training to ensure they understand the procedure for fire drills and the use of fire extinguishers.

The school will test evacuation procedures on a termly basis. Firefighting equipment will be checked on an annual basis by an approved contractor. Fire alarms will be tested weekly from different 'break glass' fire points around the school, and records will be maintained and held in the school office. Emergency lighting will be tested on a six-monthly basis, and records will be maintained and held in the school office.

The evacuation of visitors and contractors will be the responsibility of the person they are visiting or working for.

## **10. Evacuation, invacuation and lockdown procedure**

The school will follow the procedure outlined in the invacuation, lockdown and evacuation procedures in the event of a crisis.

## **11. Visitors and contractors**

Anyone hiring the premises will be made aware of their health and safety obligations when making the booking.

Contractors will be responsible for the health and safety of their employees and for ensuring safe working practices. They will not constitute a hazard to staff, pupils or visitors to the school.

## **12. Construction and maintenance**

When undertaking construction or maintenance work, the school will do so in accordance with The Construction (Design and Management) (CDM) Regulations 2015. Construction work means the carrying out of any building, civil engineering or engineering construction work, including:

- The construction, alteration, conversion, fitting out, commission, renovation, repair, upkeep, redecoration, or other maintenance, decommissioning, demolition or dismantling of a structure;
- The preparation for an intended structure, including site clearance, exploration, investigation (but not site survey) and excavation (but not pre-construction archaeological investigations), and the clearance or preparation of the site or structure for use or occupation at its conclusion;
- The installation, commission, maintenance, repair or removal of mechanical, electrical, gas, compressed air, hydraulic, telecommunications, computer or similar services which are normally fixed within or to a structure;
- The assembly on site of prefabricated elements to form a structure or the disassembly on site of the prefabricated elements which, immediately before such disassembly, formed a structure;
- The removal of a structure, or of any product or waste resulting from demolition or dismantling of a structure, or from disassembly of prefabricated elements which immediately before such disassembly formed such a structure.

The headteacher will ensure that all construction and maintenance projects have a formally appointed principal designer and principal contractor. The headteacher will liaise with the principal contractor to identify if the scope of the project means that it should be notified to the HSE. The headteacher will also ensure that:

- The principal designer and principal contractor are provided with a 'client brief/CDM pre-construction information' at the earliest opportunity, to contain relevant information which should, as a minimum, include the following:
  - What the school wants built or maintained
  - The site and existing structures
  - Information about hazards, such as asbestos
  - Timescales and budget for the build
  - How the school expects the project to be managed
  - CDM appointments of the principal contractor and/or principal designer
  - Welfare arrangements
  - Details of the nearest A&E department
- The principal contractor draws up a Construction Phase Plan that explains how health and safety risks will be managed – permission will not be given for construction or maintenance work to begin until this is in place.
- The principal designer prepares a health and safety file containing information that will help the school manage risks associated with any future maintenance, repair, construction or demolition work.
- The roles, functions and responsibilities of the project team are clearly defined in writing, e.g. in the project plan.
- Sufficient time and resources are allocated, and effective mechanisms are in place to ensure good communication, cooperation and coordination between all members of the project team.
- The principal contractor has made arrangements for adequate welfare facilities for their workers before the construction or maintenance work starts.
- Following completion of the project, the health and safety file is handed over to the headteacher, kept up-to-date by the caretaker, and is made available to anyone who needs to alter or maintain the building.

The headteacher will hold weekly progress meetings with the project team to ensure that all members are carrying out their roles as required. Where the project is for a new workplace or alterations to an existing workplace, it must also meet the standards set out in The Workplace (Health, Safety and Welfare) Regulations 1992.

### **13. Work-related hazards**

#### **Manual handling**

Manual handling can prove hazardous when it has the potential to cause a musculoskeletal disorder. This can be due to repetition of the action, the force and/or posture involved in the completion of a handling task, and/or a person's ability to hold or grasp the particular item in a safe and balanced manner.

#### **Working at heights**

School staff should not be working at heights and are made aware of the risk involved.

#### **Lone working**

School staff should not be on school premises alone.

#### **Stress management**

Staff will be aware of the symptoms of stress, including sleeping problems, dietary problems, mood swings, feeling lethargic, fatigue, emotional problems, chest pains and elevated heart rate, lack of focus, inability to concentrate and increased sweating. Staff members who suffer from any of these symptoms are advised to consult their GP as soon as possible. All staff wellbeing matters are managed in line with the Staff Wellbeing Policy.

### **14. Maintaining equipment**

Staff and pupils can expect that any equipment they use is suitable for its intended use and is properly maintained. Inspectors, or a trained health and safety technician, will inspect the following equipment for health and safety issues annually:

- All electrical appliances
- All fixed gymnasium equipment

It is the responsibility of the caretaker to ensure new equipment meets the appropriate standards and conforms to all health and safety requirements. A health and safety technician should be consulted as necessary.

### **15. Asbestos management**

In accordance with HSE guidance, an asbestos management survey was undertaken in September 2023 by APEC, which is a United Kingdom Accreditation Service accredited surveying organisation. As a result of the asbestos management survey, risks were identified and dealt with on a priority basis. This survey will be undertaken again following any changes of use to a location or prior to any significant building work.

### **16. Cleaning**

Contract cleaners will be monitored by the caretaker. The standard required will be clear in the service level agreement held with the contracted cleaners. Special consideration will be given to hygiene areas.

Waste collection services will be monitored by the caretaker.

The headteacher is responsible for ensuring that the school is at a safe temperature for staff and pupils to work in. The school will adhere to the provisions as outlined in The Education (School Premises) Regulations 1999, which state:

Areas	Temperature
Where there is a below-normal level of physical activity due to ill health or a physical disability	21°C
Where there is a normal level of physical activity associated with teaching	18°C
Where there is a high level of physical activity, e.g. PE in the hall	15°C

## 17. Infection control

The school actively prevents the spread of infection through the following measures:

- Routine immunisation
- Maintaining high standards of personal hygiene and practice
- Maintaining a clean environment

The school keeps up-to-date with national and local immunisation scheduling and advice. All pupils' immunisation status is checked at school entry and at the time of any vaccination. The school encourages parents to have their children immunised.

The school will ensure that arrangements are in place to minimise any health risks, e.g. flu, by ensuring hygiene standards are maintained and pupils and staff are not permitted in school if they are unwell. Staff and pupils displaying signs of infection will be sent home and recommended to see a doctor.

## 18. Allergens and anaphylaxis

Parents are required to provide the school with up-to-date information relating to their children's allergies, as well as the necessary action to be taken in the event of an allergic reaction, such as any medication required. Staff are also required to provide the headteacher with a list of their allergies. Information regarding pupils' and staff members' allergies is collated and stored securely.

The headteacher and catering team will ensure that all pre-packed foods for direct sale (PPDS) made on the school site meet the requirements of Natasha's Law, i.e. the product displays the name of the food and a full, up-to-date ingredients list with allergens emphasised, e.g. in bold, italics or a different colour. The catering team will also work with any external catering providers to ensure all requirements are met and that PPDS is labelled in line with Natasha's Law.

Relevant staff will receive appropriate training and support relevant to their level of responsibility, in order to assist pupils with managing their allergies.

## 19. Medication

The school's Supporting Pupils with Medical Conditions Policy will be read, understood and adhered to at all times. Staff will receive regular training in supporting pupils with medical conditions.

The school will obtain notification from parents regarding any medication that pupils are required to take.

## **20. Smoking**

The school is a non-smoking premises and no smoking will be permitted on the grounds.

## **21. Security and theft**

Money will be held in a safe and banked on a fortnightly basis to ensure large amounts are not held on site. Money will be counted in an appropriate location, such as the school office, and staff should not be placed at risk of robbery.

Staff and pupils are responsible for their personal belongings and the school accepts no responsibility for loss or damage. Thefts may be reported to the police and staff are expected to assist police with their investigation.

All staff are expected to take reasonable measures to ensure the security of school equipment being used. Missing or believed stolen equipment will be reported immediately to a senior staff member.

The school will install access control and security measures to ensure the safety of the school, e.g. security glazing on windows. The school will ban individuals from the premises if they pose a risk to any member of the school community. The school will consider any risks that are posed by their local context.

## **22. Severe weather**

The headteacher, in liaison with the governing board, will make a decision on school closure due to severe weather on the grounds of health and safety. If a closure takes place, the governing board will be promptly informed.

## **23. Monitoring and review**

The effectiveness of this policy will be monitored continually by the headteacher and the governing board. Any necessary amendments may be made immediately.

The school will establish a monitoring system that is backed up by performance measures and this will be reviewed following an incident.